PINE BLUFF CONVENTION CENTER

Technical/Sales Coordinator

1 Convention Center Drive, Pine Bluff, Ark. 71603 | Hourly | Full Time

Job Summary:
The Technical/Sales Coordinator plays a key role in the planning and executing of the technical needs of the PBCC according to established standards. The Technical/ Sales Coordinator facilitates, communicates, and addresses the client's needs effectively. Their role is crucial in aligning the technical advancement of the Pine Bluff Convention Center to promote sales and increase bookings.

ESSENTIAL FUNCTIONS OF THE POSITION:
- Set up and maintain all technical equipment in the building, including but not limited to computers, sound systems, video systems, monitors, TVs, and all tools associated with completing the task.
- Maintain and update the PBCC Marquee in a timely manner.
- Maintains all equipment associated with technical support for the PBCC and inventory.
- Ensure all projects are completed according to the specifications of the client and are completed on time.
- Coordinating with the Senior sales manager of the PBCC on activities and events schedules.
- Identify and actively solicit new business for the PBCC.
- Receive and follow up on sales leads received for PBCC business and events until Booked.
- Implement approved sales plans as directed by the sales team.
- Assist with maintaining the PBCC website and social media outlets.
- Managing and updating sales presentation materials, brochures, etc.
- Perform additional duties and functions as assigned by the Executive Director.

- **PHYSICAL DEMANDS:** Lifting 50 lbs. and frequently lifting and carrying objects or equipment. Some climbing, stooping, kneeling, crouching, and crawling are required.
- **ENVIRONMENTAL CONDITIONS:** Both: Inside and Outside. Noise and Vibration: Sufficient noise either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and sufficient vibration (production of an

oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

- **MATH SKILLS**: Requires mathematical development sufficient to be able to: Compute ratios proportions, and percentages.
- **LANGUAGE SKILLS:** Must have developed language skills to be able to: Read and understand instructions, safety rules, etc. Write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Speak with poise, voice control, and confidence using correct English and well-modulated voice.

MINIMUM EXPERIENCE, SKILLS AND EDUCATION REQUIRED:

- Bachelor's degree in computer software, computer technician, IT support, or related field required.
- One to three years of experience in IT or technical support.
- Expert knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook email)

Deadline

The position will remain open until filled.